

ENFORCEMENT REPRESENTATIVE II, CONTRACTORS STATE LICENSE BOARD (NON-PEACE OFFICER)



PROMOTIONAL EXAMINATION FOR DEPARTMENT OF CONSUMER AFFAIRS

www.dca.ca.gov

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO MAY APPLY

1. Applicants must have a permanent civil service appointment with the Department of Consumer Affairs by the final filing date in order to take this examination; or
2. Meet the provisions of the State Personnel Rules 234 or 235; or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; or
5. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]).

HOW TO APPLY

Please submit both, a **State Application (STD 678)** and **Supplemental Application** to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).** The State Application and Supplemental Applications are available by clicking on the following link:

- [State Application \(STD 678\)](#)

WHERE TO APPLY

MAIL OR HAND DELIVER TO:

Department of Consumer Affairs
 Office of Human Resources
 Attn: Selection Services (S. Shea)
 1625 North Market Blvd., Suite N-321
 Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services & Recruitment Unit will contact you to make special testing arrangements.

CONTINUOUS FILING

Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.

SALARY RANGE

\$5,188.00 - \$6,642.00 per month.

*Salary reflects the increase effective 7/1/2017.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application to the address above. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Applications (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

**POSITION
DESCRIPTION**

This is the full journey specialist level class. Under general direction, incumbents may act as a lead person or technical resource person; independently design proactive investigations, and research and investigate the most complex cases and applications for licensure; lead and coordinate targeted investigations including organized crime and major financial diversion; coordinate and plan the disciplinary process; serve as the technical expert in Contractors State License Board laws, rules, regulations, and licensing classification structure; serve as a liaison to the Attorney General's Office and the District Attorney's Office; represent the Contractors State License Board at administrative hearings to present evidence, examine witnesses, and make legal arguments in nonlicensee citation appeals; train and mentor lower-level Enforcement Representatives; review, analyze, and make recommendations on case closures; authorize search warrants and temporary restraining orders; assist managers with the day-to-day operations; and do other related work.

**POSITION
INFORMATION**

Positions exist statewide. Career credits do not apply.

**MINIMUM
QUALIFICATIONS**

Either I

Experience: Two years of experience in the California state service performing duties equivalent in level of responsibility to an Enforcement Representative I, Contractors State License Board, Range B, or an Enforcement Representative I, Contractors State License Board (Non-Peace Officer), Range B.

(Promotional candidates who are within six months of satisfying the requirements for this class will be admitted to the examination, however they must fully meet the two-year experience requirement before being eligible for appointment.)

Or II

Experience: One year of experience in the California state service performing duties equivalent in level of responsibility to an Enforcement Representative I, Contractors State License Board, Range B, or an Enforcement Representative I, Contractors State License Board (Non-Peace Officer), Range B. and

Four years of progressively responsible experience performing field investigation work.

**EXAMINATION
INFORMATION**

Qualifications Appraisal Panel (QAP) – Weighted 100%

This examination may consist of a Qualifications Appraisal Panel (QAP) Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination and the minimum qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**EXAMINATION
SCOPE**

Knowledge of:

1. Review techniques including planning and organizing.
2. General principles and concepts used in project review, writing and analysis.
3. Administrative and criminal investigation.
4. Contractors' laws and regulations.
5. Mediation techniques.
6. Modern office methods and equipment.
7. Terminology and procedures used in the construction industry.
8. The Contractors State License Law.
9. Contractors State License Board rules, regulations, policies, and procedures.
10. Contractors State License Board organization and functions.
11. Related legal opinions, methods, laws, and procedures controlling the activities of building contractors.
12. Investigation methods, evidence, and procedures applicable to criminal and administrative proceedings.
13. Performance measurement principles.
14. Strategic planning processes.

Ability to:

1. Independently gather, compile, analyze and interpret data.
 2. Prepare complete correspondence and reports in a clear and concise manner.
 3. Communicate effectively.
 4. Willingness to learn and use various computer software.
 5. Reason logically and creatively and use a variety of analytical techniques.
 6. Learn the tools and skills used in the field of investigation as well as the terminology and procedures used in the construction industry.
 7. Consult and advise interested parties on cases or related materials.
 8. Gain and maintain the confidence and cooperation of law enforcement officials and others.
 9. Interpret and apply the provisions of the Contractors State License Law and related legal opinions and court decisions and Contractors State License Board policies, procedures, rules and regulations.
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**SPECIAL
PERSONAL
CHARACTERISTICS**

Demonstrated ability to act independently with flexibility and tact; willingness to work odd and irregular hours; and good memory for names, faces, and incidents.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE
POINTS**

Veteran's preference is not granted in promotional exams.

QUESTIONS

If you have any questions concerning this announcement, please contact S. Shea at the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd, Suite N-321, Sacramento, CA 95834, (916) 574-8352.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

GENERAL INFORMATION

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department and the Department of Consumer Affairs.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Employment Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In Open, Non-Promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful, in the examination.